POSITION: INTERMITTENT Youth Shelter Aide
Lake Oahe Youth Shelter

SALARY RANGE: ($13.61-$17.01) + NO Annual OR Sick Leave
(NOT TO EXCEED 28 PER WEEK)

OPENING DATE: May 5, 2020 CLOSING DATE: OPEN Continuously

SCOPE of POSITION:
The Youth Shelter Aide will provide essential services and support in an emergent, secure shelter 24/7 facility.

SUPERVISION: The Youth Shelter Aide will work under the Lake Oahe Youth Shelter Administrator, who will provide guidance, direction and conduct performance evaluations.

DUTIES AND RESPONSIBILITIES:

1. Assist in the management of youth shelter care in accordance with policies and procedures.
2. Ensure healthy and safe environment for the shelter youth; provide support without compromising safety or well-being.
3. Complete initial shelter intake form and document all relevant information.
4. Assist in facilitating appropriate crisis intervention procedures.
5. Maintain complete and accurate records, incident reports, daily staff logs/vehicle logs and reading assigned logs daily.
6. Answer and log all telephone calls in a professional manner.
7. Conduct shelter orientation to the youth; ensure youth are aware of the shelter rules.
8. Respond to reasonable requests from residents.
9. Provide daily supervision of youth; aware of youth whereabouts at all times.
10. Communicate with youth in a respectful and caring manner.
11. Maintain written and verbal communication with supervisor pertaining to youth shelter events and activity.
12. Implement a daily routine schedule; organize and schedule activities with youth during scheduled shifts.
13. Ensure the professional boundaries to ensure working relationships are established and maintained between youth and staff.
14. Perform general housekeeping duties; cooking, cleaning, yard maintenance, laundry.
15. Participate in staff meetings and trainings.
16. Perform tasks within the scope of the Lake Oahe Youth Shelter scope of work.
QUALIFICATIONS:
1. Minimum of a High School Diploma or GED with one (1) year experience work with the youth or youth shelter facility.
2. Excellent communication skills both written and verbal necessary to establish and maintain effective working relationships with programs, agencies and the public.
3. Solid organization and coordination skills and ability to work in situations with diverse demands.
4. 21 years of age to meet Licensing Authority for Direct care requirement.
5. Valid driver's license and meet insurability requirements.
6. Pass contact/control of children background check (No crimes of violence or against children) and suitability requirement.

JOB REQUIREMENTS:
1. Demonstrate effective knowledge of shelter care policies and procedures in order to create a healthy and safe environment for the youth.
2. Demonstrate sensitivity, respect and support to children in crisis situations.
3. Ability to obtain Food handlers certificate and mandatory reporter training.
4. Ability to obtain an annual health and physical.
5. Ability to sign a program confidentiality statement with understanding of the penalties for any violations as it pertains to youth and program information.
6. Demonstrate the ability to exercise initiative and sound judgment and react resourcefully under varying conditions.
7. Demonstrate high moral character and integrity.
8. Demonstrate positive interaction and role model practices.
9. Ability to independently enhance personal development by reading, attending job-related workshops and classes.
10. Demonstrate effective knowledge of Native American culture and attend cultural sensitivity and awareness training.
11. Ability to assist in emergency situations, beyond the standard tour of duty, afterhours and weekends.
12. Ability to complete shifts, work holidays, weekends and overnights and be available for on-call schedule.

NOTICE:

SELECTED CANDIDATE(S) FOR STANDING ROCK SIOUX TRIBE POSITION ARE SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE TO AND SUCCESSFULLY PASS THE ALCOHOL AND DRUG TESTING WILL BE CAUSE FOR REVOCATION OF JOB OFFER.

No tribal housing is available. Position is located at the Lake Oahe Youth Shelter 12 miles north on HWY 1806 of Fort Yates, ND

APPLICATIONS: Submit a tribal application to the Human Resource Department, Standing Rock Sioux Tribe, P.O. Box D, Fort Yates, ND 58538.

ALL APPLICATIONS RECEIVED AFTER 4:30 PM ON THE CLOSING DATE WILL NOT BE CONSIDERED.